THE CHILTERNS ASSOCIATION OF CAMERA CLUBS

www.thecacc.org.uk

Competitions Entry System – A User Guide

Purpose

This guide is for Club competitions' officers and explains how to use the CACC Competitions entry system (CES).

The CES applies to events hosted by CACC (Chilterns Hundred Members Exhibition; Championship – Prints; Championship - Projected; PhonePhotography Exhibition, Rosebowl Stars, Rosebowl Final). It does not apply to Club events or to the Rosebowl rounds which are club-hosted events.

The CES replaces use of 'paper' forms, even though those forms were probably used and sent electronically. It also replaces packaging image files into a folder for sending by electronic transfer.

Web site Accounts

While the whole of the CACC web site is viewable by anyone, the forms used to make entries in the CES will only appear for a user who is logged via an account. Accounts allocated for CES use do not add any other functionality to the web site.

Every Club has one account, with contact details (name and email) for the Club's Competitions Officer or an alternative person specified by the Club. Accounts are allocated a starter password which can be changed.

The format of the account is:

- The three character (sometimes two character) Club code allocated by CACC and shown in the yearbook, followed by -
- Four random numbers.

If a Club wants to make more than 20 entries to either the Chilterns Hundred Exhibition or the PhonePhotography Exhibition, then the Club will need a second account. The second account is used only for entries 21-40. A third account can be allocated for entries 41-60. Entries under these extra accounts will display separately for the Club user on the web site, but will be merged by the organisers before the event.

Although each account is in the name of one person, the account and password belong to the Club. The Club can share use of its account at its own discretion. Whoever uses the account, including requesting a forgotten password, should note that all communications from the system will be sent to the email address of the account.

- One account cannot have more than one email.
- One email cannot be associated with more than one account.

As competition secretaries change from time to time, it is highly desirable for each Club to hold a secure master copy of the Club's account and password so that they can be handed on. The new competition secretary can then update the account contact details. The system administrator will validate accounts annually against the CACC Yearbook.

Contact the system administrator if the Club information is either lost, forgotten or possibly corrupted. The administrator will only reinstate the account in the name of a Club officer stated in the Yearbook.

Login

There is a Club Login link on the Entries page of the website.

- Enter either the account code or the registered email of the account
- Enter the password

There is a 'forgotten password' link on the login page. Clicking the 'forgotten password' link will send a message to the registered email of the account holder allowing a new password to be set. This new password can be retained for use or changed within the user profile (see below).

On logging in, the user will be directed to the Entries page of the web site.

Entries Pages

The Entries page provides a general introduction and links to the entry page for each event.

Besides the CACC events, there is a Play Area event entry page where CES users can practice.

A 'Review' page shows all entries current made for all events. Data cannot be amended on this page. It is just a place to see everything together.

The top of each event entry page (visible to all) shows a brief summary of the rules relating to the number of entries and any quotas by photographer or category. The full rules are available via the related event information page.

For a user who is logged on, an event entry page will also show the entry form for that event – provided that the administrator has declared the form open and available for entries. Any content on that form will be limited to entries made by that user.

The open form on the event entry page may be in one of three states:

- No entries have been made yet. The form will display in full with an empty row for each possible entry.
- Entries have been made. The form will display what is currently stored for the user, which may or may not be a complete entry. A button is shown to select 'Add, Change or Delete'.
- Entries have been made and 'Add, Change or Delete' has been clicked. The form will display in full with a row for each possible entry, with entries already made at the top and empty rows underneath.

An empty row can be used to add an entry. An existing entry can be edited or deleted.

- An image file is required for all events, including print entries. Click to open a browse form, navigate to the image file on your computer, and select it. The file is uploaded and a thumbnail of the image is displayed with the filename. Any blanks or special characters in the uploaded filename will be replaced by underscores: this is not relevant as the filename required by the CACC projection system will be created separately from the Title and Photographer information provided.
- Title is the title of the image. There is a limit of 50 characters.
- Photographer is the name of the Club member. There is a limit of 50 characters. Observe any quota restrictions because quotas of photographers are not checked on the form, but entries may be refused later by the organisers.

It is not necessary to complete the whole set of entries in one visit.

After filling in entries on the form, click the Submit button at the bottom to save the data. A progress bar shows during uploading of images.

Image files

- Images may be landscape or portrait orientation.
- There is no requirement to extend the image using any background. Preferably, background extension should not be used.
- Any valid file name can be used.
- Only jpg files are permitted. Saving with quality 10 (or 80%) is sufficient.
- A file cannot be uploaded if:
  - The width exceeds 1600 pixels or the height exceeds 1200 pixels.
  - The longer side of the image is less than 800 pixels.
  - The file size when saved is more than 2MB.
- Once uploaded, the thumbnail display and system filename are supplemented by an information panel. The panel shows the original filename, the file size, the file type, the colour profile and the image pixel dimensions of width and height.
- The colour profile is required by CACC rules to be sRGB. An image file with no profile, or with a profile such as AdobeRGB or ProPhotoRGB is considered to have an unknown profile and a warning message is displayed. If the file is not corrected and replaced, then the effect of showing the image during the resulting competition is at the Club's risk.

Timing

The 'Play Area' form is always open and can be used for practice.

The form on an event entry page will remain open and available for additions and amendments until the published closing date. After the closing date, the form will no longer be visible to any user.

There is an option in the system to re-open a form selectively to one or more users. That may be done at the discretion of the organisers to accept an amendment or a late submission.

There is limited control over the order in which images will be shown in the competition.

- For a club entry where images are shown cyclically in the competition, images will be shown in the date/time order of upload.
- For individual member entry (collated by club), images will be shown in title alphabetic order.

The web site does not email a confirmation when you submit the entry. The organisers may publicise interim lists of entrants. Any necessary documentation will be sent out after the closing date.

User Account Management

A user who is logged in will see a black administrative bar at the top of the page. Navigation options are on the left. Account options are on the right, also showing the user name.

Account options include logging off, and editing the user's profile.

User Profile Changes

The edit profile page has these features, where the only fields of interest are in bold:

- Admin colour scheme. Leave at default.
- Toolbar. Leave this selected.
- Language. Leave at Site Default.
- Username. This is the account name and cannot be changed.
- **First Name and Last Name. These must be the contact name for the Club.**
- **Nickname. This should be the Club name.**
- Display name publicly as. This appears in the admin bar and on the entry form pages but is never seen by anyone else. It will be set initially as the Club name but can be changed.
- **Email. This must be the contact email for the Club's account holder.**
- Website. Never used and not required.
- Biographical Info. Never used and not required.
- **New Password.** Click 'Generate Password' to display a password box, which will show a new random password. Either use this, or **edit the password to be anything required**. The strength of the password is indicated, and a weak password must be confirmed. Any change of password is reported to the account holder by email. **Note:** Passwords are encrypted in the system, and the system administrator cannot see your password. As a last resort, contact the administrator who can set a new password and tell you what that is.
- Sessions. Ignore.

After any change, click 'Update Profile'.